

JOB OPPORTUNITY

Job Opportunity Bulletin: #06-289

Final Filing Date: June 30, 2007

Position:	Salary:	Location:
Staff Services Analyst Range A Range B Range C	\$2,724 - \$3,313 \$2,950 - \$3,586 \$3,538 - \$4,300	Office of Statewide Health Planning & Development Facilities Development Division 1600 Ninth Street, Room 420 Sacramento, CA. 95814

General Statement: *This position is subject to Post & Bid *****

Under direction of the Staff Services Manager I, the incumbent serves as one of the Division's Personnel Liaisons and the Discipline Meeting and Public Seminar Coordinator. The incumbent will also assist with the Division's recruitment activities.

Duties:

- Serve as one of the Division's Personnel Liaisons, responsible for analysis and coordination of all Division personnel action requests.
- Develop, conduct and perform analyses of studies to improve organization structure related to job specifications, duties, and changes within the Division and its programs.
- Provide consultation and training to management and support staff regarding the civil service process.
- Maintain tracking documents for all personnel transactions.
- Serve as the Division's Technical Discipline Meeting and Public Seminar Coordinator. Organize and coordinate the Division's Technical Discipline meetings (Compliance Officer, Fire and Life Safety Officer, Structural Engineer, Architect, Mechanical Engineer and Electrical Engineer) and Public Seminars.
- Prepare contract justifications, negotiate contracts and pricing for goods, meeting/seminar/conference facilities, hotel rooms and services as needed. Schedule sites and rooms, coordinate materials, and assist with site preparation and facilitation the day of meetings/seminars.
- Assist with the Division's recruitment activities. Develop, analyze, and conduct studies to improve recruitment within the Division and its programs.
- In collaboration with professional discipline consultants, assist in the development of recruitment materials including but not limited to: brochures, display boards, trade show handouts, etc.

Desirable Qualifications:

- Working knowledge of personnel management and the laws and rules governing State civil service.
- Strong analytical and program solving skills with a demonstrated ability to use good judgment.
- Display good organizational and time management skills and ability to perform multiple tasks.
- Ability to present ideas and information effectively both orally and in writing.
- Strong computer skills including working knowledge of Microsoft Office Suite.
- Sound judgment and discretion in communicating with all levels of staff and the public.
- Ability to handle multiple priorities and deadlines.
- Must be detail oriented, dependable, punctual and possess good attendance habits.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.

OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a resume and a standard State application, Form STD 678 to:

OSHDP - Facilities Development Division
Attention: Nancy Carolipio (**Job #06-289**)
1600 Ninth Street, Room 350
Sacramento, CA 95814

For more information contact Nikole Freeman at (916) 654-3065.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

